

WTVF-TV

EEO PUBLIC FILE REPORT

April 1, 2005 – March 31, 2006

I. VACANCY LIST

See Master Recruitment Source List (MRSL) for the Recruitment Source Data

No. of Filled Positions	Job Title	RS Referring Hiree	Recruitment Sources (RS) Used to Fill Vacancy
1	On-Line Classifieds Coordinator	35	1-37
2	News Executive Producer	9	1-39,41,52,57,65, 75
3	News Assignment Editor	34	1-37
4	Technical Operator – FT Temp	34	1-37
5	New Business Account Exec.	35	1-37
6	News Producer	19	1-37
7	News Associate Producer	34	1-37
8	Web Producer	37	1-37, 51, 86
9	National Sales Coordinator	19	1-37, 73
10	News Reporter	19	1-37, 45, 59
11	News Reporter	59	1-37, 45, 59
12	Local Sales Coordinator	35	1-37
13	News Assignment Editor – PT	19	1-37
14	Technical Operator – FT	19	1-37
15	News Anchor/Reporter	67	40,54, 56, 67, 69, 75, 85, 87, 88
16	Accounts Payable Clerk	5	1-37
17	New Business Account Exec.	35	1-37
18	New Business AE – Rutherford Cnty	35	1-37

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19	News Producer	37	1-37
20	Traffic Coordinator	19	1-37, 80
21	Assignment Editor	34	1-37, 57
22	Local Sales Coordinator	35	1-37
23	News Photographer – Overnight	34	1-37, 57, 62
24	Internet Sales Account AE	10	1-37, 66, 73
25	Graphic Designer 3:00am	37	1-8, 10-37, 46, 80
26	Technical Operator	19	1-37
27	News Videotape Editor – FT	19	1-37
28	Special Projects Producer	34	1-32, 34-37, 39, 52, 57, 59, 75, 49, 82
29	Web Producer	86	1-37, 51, 86
30	Assignment Editor – PT	34	1-37
31	Associate Producer	34	1-37
32	News Photographer – Overnight.	26	1-37, 57, 62
33	New Business Account AE	35	1-37
34	News Associate Producer	19	1-37
35	News Photographer	34	1-37, 57, 62

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II. MASTER RECRUITMENT SOURCE LIST

RS NUMBER	RECRUITMENT SOURCE INFORMATION	Source Entitled to Vacancy Notification Yes/No	Number of Interviews Referred by RS in 12 mo. Period
1	Austin Peay University - Career Services P. O. Box 4745 Clarksville, TN 37044	yes	0
2	Belmont University Career Placement 1900 Belmont Blvd. Nashville, TN 37212	yes	0
3	Clarksville, Montgomery County Career Center 350 Pageant Lane, Suite 406 Clarksville, TN 37040	yes	1
4	East Tennessee State University - Career Services , P. O. Box 70718 Johnson City, TN 3761	yes	0
5	Fisk University 1000 17th Avenue North Nashville, TN 37208	yes	1
6	High Tech Institute - Career Services 120 Royal Pkwy Nashville, TN 37214	yes	0
7	ITT Technical Institute 2845 Elm Hill Pike Nashville, TN 37214-3717	yes	0
8	KY Assoc. for Career & Technical Education P. O. Box 4583 Frankford, KY 40604	no	0
9	Landmark Communications, Inc. - Career Center www.landmarkcommunications.com	no	5
10	Lipscomb University Career Placement Center 2901 Granny White Pike Nashville, TN 37204	no	1
11	Middle TN Career Center 621 Mainstream Drive, Suite 210 Nashville, TN 37228	yes	1

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RS NUMBER	RECRUITMENT SOURCE INFORMATION	Source Entitled to Vacancy Notification Yes/No	Number of Interviews Referred by RS in 12 mo. Period
12	Middle TN State University P. O. Box 2 Murfreesboro, TN 37132	yes	2
13	Murray State University Career Service Center 218 Bordway Hall Murray, KY 42071	no	0
14	NAACP - Nashville Chapter 1308 Jefferson St. Nashville, TN 37208	yes	0
15	Nashville State Community College Career Employment Center 120 White Bridge Rd. Nashville, TN 37209	yes	1
16	National Academy of Arts & Sciences (NATAS) 27 Music Square East Nashville, TN 37203	no	0
17	National College of Business & Technology 3748 Nolensville Pike Nashville, TN 37211	yes	0
18	National Organization for Women P. O. Box 120523 Nashville, TN 37212	yes	0
19	NewsChannel 5 Network www.newschannel5.com	no	75
20	Nossi College of Art 907 Rivergate Parkway, Suite E 6 Goodlettsville, TN 37072	no	0
21	Sewanee University of the South Attn: Career Services 735 University Avenue Sewanee, TN 37383	yes	0
22	South Central Career Center 119 Nashville Highway Ste #106 Columbia, TN 38401	yes	0
23	TN State University Career Center 3500 John Merritt Blvd. Nashville, TN 37209	yes	1

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RS NUMBER	RECRUITMENT SOURCE INFORMATION	Source Entitled to Vacancy Notification Yes/No	Number of Interviews Referred by RS in 12 mo. Period
24	TN Technical University Director or Career Service Box 5021 Cookeville, TN 38505	no	0
25	Trevecca Nazarene Univ. Career & Counseling Cnt. 333 Murfreesboro Rd Nashville, TN 37210	yes	0
26	TV Job.com www.tvjobs.com	no	5
27	University of Tennessee/ Knoxville 333 Communications Building Knoxville, TN 37996-0333	no	0
28	University of TN - Martin Dept. of Communication Martin, TN 38238	no	0
29	Urban League of Middle TN 1219 9th Avenue North Nashville, TN 37208	yes	0
30	Volunteer State Community College 1480 Nashville Pike Gallatin, TN 37066	yes	1
31	West Tennessee Career Center 416 E. Lafayette Street Jackson, TN 38302	yes	0
32	Western Kentucky University Career Services Cntr #1 Big Red Way Bowling Green, KY 42101	no	0
33	YWCA	yes	0
34	Employee Referral	no	25
35	Non-Employee Referral	no	13
36	Self Referral	no	4
37	Internal Candidate	no	13
38	American Women in Radio and Television 1595 Spring Hill Road Suite 330, Tysons Corner Vienna, VA 22182	no	0

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RS NUMBER	RECRUITMENT SOURCE INFORMATION	Source Entitled to Vacancy Notification Yes/No	Number of Interviews Referred by RS in 12 mo. Period
39	Asian American Journalists Association (AAJA) 1765 Sutter St., Suite #1000 San Francisco, CA 94115	no	0
40	Bell Talent Agency 2180 Hassell Rd., Suite 207 Hoffman Estate, IL 60195	no	0
41	Broadcasting & Cable	no	0
45	Eastern New Mexico University Counseling and Career Services ENMU Station 34 Portales, NM 88130	no	0
46	Graeme Newell Marketing IdeaNet www.602communications.com	no	1
49	Indiana University School of Journalism Ernie Pyle Hall 202 Bloomington, IN 47405	no	0
51	LostRemote.com www.jobs@lostremote.com	no	0
52	Media Line P. O. Box 51909 Pacific Grove, Ca 93950	no	0
54	N.S. Beinstock - Talent Agency 1740 Broadway, 24th Floor New York, NY 10019	no	0
56	Napoli Mgt. Group - 8844 w. Olympic Blvd., Suite 100 Beverly Hills, CA 90211	no	0
57	National Assoc. of Broadcasters (NAB) 1771 North Street, NW. Washington, DC 20036-2891	no	0
59	National Association of Hispanic Journalists (NAHJ) 1193 National Press Bldg. Washington, DC 20045	no	1
62	National Press Photographers Assoc. (NPPA) 3200 Crowsdale, Suite 306 Durham, NC 27705	no	0

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RS NUMBER	RECRUITMENT SOURCE INFORMATION	Source Entitled to Vacancy Notification Yes/No	Number of Interviews Referred by RS in 12 mo. Period
65	RTNDA - Radio News Directors Association 1000 Connecticut, N.W. Suite 615 Washington, DC 22036	no	0
66	RecruitLadder.com 137 Varick St. New York, NY 10013	no	0
67	Rick Gevers & Associates (Talent Agency) 3905 Vincennes Rd. #303 Indianapolis, IN 46268	no	1
69	Rob Jordan Talent Management 6845 Fairview Rd. Charlotte, NC 29210	no	0
73	SPOTS AND DOTS	no	2
75	Talent Dynamics www.jobs@talentdynamics.com	no	0
80	The Tennessean 1100 Broadway Nashville, TN 37203-3134	no	8
82	University of Missouri - Columbia 181 Gannett Hall Columbia, MO 65211	no	0
85	Willinger Talent Agency 875 Ave. of the Americas #1909 New York, NY 10001	no	0
86	Journalism Jobs Website	no	4
87	WVTM - TV 1732 Valley View Drive Birmingham, AL 35209	no	0
88	Headline Media Management 888 Seventh Avenue, Suite 503 New York, NY 10106	no	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			166

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	(v) establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.	<p>Each semester (Spring, Summer, and Fall) of the school year, WTVF receives applications for internship positions in production areas of the News/Sports department, Talk of the Town (the station's daily talk show), Promotions, and NewsChannel 5+ (the station's 24-hour news and information cable channel). Applicants for the program are interviewed and selected by intern coordinators in each department. Interns, primarily from area colleges and universities, work in one of these areas for the semester and receive school credit. As such, in addition to conforming to station standards, the parameters of the internship (including hours worked) conform to the school's requirements for granting credit. Internships from Summer 2005 through Spring 2006 were awarded as follows:</p> <p>Summer 2005: Talk of the Town 3 NewsChannel 5+ 1 News 11 [Middle Tennessee State University (MTSU)-2; Western Kentucky-2; University of Tennessee-Knoxville-2; University of Missouri-1; Carson-Newman-1; Michigan State-1; Belmont University-1; University of Nebraska-1; Southern Methodist University-2; Tennessee Tech-1; Berry College-1]</p> <p>Fall 2005: Talk of the Town 4 Promotions/Art 2 [MTSU-3; Tennessee State University (TSU)-1; Vanderbilt-1; Lambuth University-1]</p> <p>Spring 2006: Talk of the Town 4 NewsChannel 5+ 1 News 6 Promotions/Art 1 [MTSU-5; TSU-2; Belmont University-3; Western Kentucky-1; Austin Peay State University-1]</p>

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III. RECRUITMENT INITIATIVES, Cont.

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
2	(xiv) provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	<p>In April 2005, as part of the station's Leveraging Difference Initiative, the operating team and leveraging difference steering committee participated in a full-day training class that focused on how to effectively communicate with people across differences, including diversity of race, gender, nationality/ethnicity, age, disability, religion, and sexual orientation. The training on constructive conflict was provided by the Director of Training and Development and the Training and Development Manager for Landmark Communication (NewsChannel 5's parent company). Subsequently, the same training was provided to additional employees in four different sessions held on September 28, September 30, and October 5, 2005, and January 31, 2006. This training was conducted by station employees who received instruction in how to provide the leveraging difference training. The objective of the initiative and training is to equip the entire staff to participate in creating and sustaining an organization that is inclusive across all differences. Application of the training is to several aspects of employment, especially retention, providing feedback, maintaining a work environment of respect that is free from discrimination and harassment. To date 70 employees have received this training.</p> <p>The station provided Leveraging Difference training to new employees that focused on seeing, understanding, and valuing differences, including diversity of race, gender, nationality/ethnicity, age, disability, religion, and sexual orientation. The training was provided by a team of NewsChannel 5 personnel who were trained by a Professor of Organizational Behavior from the University of Virginia Darden School of Graduate Business Administration, and Director of Training and Development for Landmark Communications (NewsChannel 5's parent company). 13 employees participated in the training on October 25, 2005. [All other employees had previously completed the training.] The objective of the initiative and training is to equip the entire staff to participate in creating and sustaining an organization that is inclusive across all differences. Application of the training is to all aspects of employment from hiring, to retention, to maintaining a work environment of respect that is free from discrimination and harassment.</p>

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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
2	(xiv) provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	<p>The station's Leveraging Difference Steering Committee made up of station management and personnel continued to meet throughout the year to oversee the station's initiatives designed to increase overall effectiveness in leveraging differences, including differences of race and gender, to create and sustain an inclusive and diverse organization. The team members also serve as a contact point for all staff with regard to issues concerning diversity.</p> <p>Diversity Series. A series of one-hour meetings to help the staff learn more about the diverse cultures/nationalities in the Nashville community continued through 2005 and into 2006. The series focuses on various constituencies within the station's service area, including issues for women and minorities. The News Department organizes these regular gatherings (usually monthly), inviting a speaker from a diverse cultural group within the Nashville Community. Sessions are open to all station personnel and have been attended regularly by members of the station's Leadership and Operating Teams. Guests featured in the series through March 2006 included representatives from the Tennessee Human Rights Commission, the Jewish Federation of Nashville, the National Conference for Community and Justice, and the International Committee of the Red Cross. Other sessions featured guests that represented diverse constituencies including the military in Iraq, non-custodial parents, and a Hurricane Katrina evacuee.</p>

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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
3	(viii) establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions	<p>Landmark Senior Leader Development Course – Course offered by owner of licensee, Landmark Communications, Inc. designed to help leaders position themselves for personal growth and career development. WTVF's News Director continued his participation in the class through October 2005.</p> <p>Landmark Managers Course – Course offered by owner of licensee, Landmark Communications, Inc., is designed to help managers increase knowledge of financial management principles, including how to evaluate new business opportunities balancing risk and potential return. The National Sales Manager attended this course October 27-29, 2005.</p> <p>Landmark Emerging Sales Leaders Course – Course offered by owner of licensee, Landmark Communications, Inc., and Weather Channel extends over multiple sessions and seeks to develop future sales managers for the organization. An account executive attended this course with sessions held in May and September 2005, and January 2006.</p> <p>WTVF has a tuition reimbursement program to provide development and training opportunities for current employees. The program enables employees to acquire knowledge, skills, and experiences needed to qualify for advancement and to be successful. Employees may request approval for reimbursement for job-related courses and receive reimbursement as long as they meet minimum grade requirements in their selected courses. Examples of this program during the current period include: Art Director-Marketing and Business, NewsChannel 5+ producer-Business, News Producer-Weather, Graphic Artist-Photography, Online producer-Information Technologies.</p> <p>Attendance at The Poynter Institute Courses: NewsChannel 5+ Manager attended Poynter Leadership for TV/Radio News Managers – December 2005</p> <p>Tennessee Association of Broadcaster and Middle Tennessee State University provided a one-day class on leadership and effective management. 7 employees attended including representatives from the station's operating team, engineering, sales, and human resources – August 2005</p> <p>Radio and Television News Directors Foundation News Leadership Workshop – January 20-21, 2006. Seminar was attended by the News Director, News Assignment Desk Editor, NewsChannel 5+ Manager, and News Executive Producer</p>

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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
4	(iv) participation in events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities	<p>In December 2005, the News Director participated as an on-site consultant for the Poynter Institute class called "The Complete Producer." The course was a one-week class to help producers develop the skills in newsgathering and productions. The News Director provided input to participants on these skills from a news director's point of view.</p> <p>In April 2005, a meteorologist presented information on broadcast careers in meteorology via a videoconference offered through Vanderbilt University's Virtual School on "Career Conversations." The teleconference was beamed to students in eight schools in different states to provide them information on exploring different career choices. The Vanderbilt Virtual School partners with schools and community groups to make the most powerful use of technology to benefit their organizations.</p> <p>In August 2005, the Assistant News Director participated on a media panel at Tennessee State University in Nashville. The panel addressed TSU students, faculty, and member of the public on issues concerning news media. An editor from <i>The Tennessean</i> and from TSU's newspaper also participated on the panel.</p> <p>In November 2005 a reporter and meteorologist presented information on broadcast careers to high school students through Vanderbilt University's Virtual School.</p> <p>In February 2006, the News Director participated in a panel for International Association for Business Communicators. The panel spoke to college students from five area colleges who were considering careers in broadcasting and public information.</p>
5	(i) participation in job fairs	<p>In August 2005, a News Anchor attended the National Association of Black Journalists job fair. She represented the station and Landmark Communications along with other representatives from across the company at the job fair. WTVF also had the Executive Producer, a news producer, and two reporters to attend the conference.</p>